



**WASHINGTON STATE**  
**CRIMINAL JUSTICE TRAINING COMMISSION**  
**CIT In-Service, STATEWIDE (8hrs) #5509-24**

Student Instructions	
Dates:	November 23, 2016
Location:	Snohomish County Sheriff's Office 15100 4 <sup>th</sup> Ave NE Marysville, WA 98270
Class Hours:	Wednesday   0800 - 1700
Prerequisite:	Students are to bring a list of their mental health resources they use or are available at their agency.
Travel/Meals & Lodging:	Meals and lodging are not provided.
Reimbursement:	Commissioned law enforcement personnel will receive backfill reimbursement. Students will sign a reimbursement form when they complete the class in its entirety. Reimbursement monies will be sent to the agency to disperse accordingly.
Attire & ID Badges:	Business Casual attire. Visible agency ID badges are requested to be worn while on campus.
Note-Taking	Note-taking items such as notebook paper, pens, and pencils, will <b><u>not</u></b> be made available at the training site, and are the responsibility of each attendee.
Smoking / Alcohol:	Alcohol, controlled substances, and smokeless tobacco are not permitted. Smoking is permitted in designated areas. Participants are required to use the available ash can to extinguish and dispose of cigarettes.
Telephone:	<b>EMERGENCY ONLY: 206-835-7300</b> Messages of non-urgent nature will not be taken.
Firearms:	Firearms will not be used in this course. Please secure firearms before coming to class.
Attendance:	Certificates of completion will be awarded to those attendees who successfully complete the course in its entirety. Instructors must pre-approve any time out of class.

<b>Cancellation Deadline:</b>	<p><b>November 16, 2016</b></p> <p>Notify our office via email <a href="mailto:citregistrar@cjtc.state.wa.us">citregistrar@cjtc.state.wa.us</a>. \$50 for Late cancellations or No Shows.</p>
<b>Responsibility for Injuries:</b>	<p>Instructors will at all times maintain a high degree of care for the safety of all persons attending the school. The Washington State Criminal Justice Training Commission, nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to students as a result of damage to their property through fire, theft or other causes. Each attendee must understand that this training is at the attendee's own risk.</p>